

Part-Time District Court Clerk

44th District – Serving the City of Royal Oak, MI

Hours: May vary up to 1,488 hours per year*

A **Part-Time District Court Clerk**, upon application, should have the following training, experience, education and certifications:

1. Graduation from High School or equivalent including or supplemented by course work, training, or experience which results in the below stated knowledge, skills and abilities.
2. Ability to type a minimum of 40 words per minute
3. A valid Michigan motor vehicle operator's permit.

GENERAL STATEMENT OF DUTIES: A **Part-Time District Court Clerk** may be assigned to perform a wide variety of clerical, record-keeping and public contact duties. Duties may involve frequent or continuous public contact, in person or via phone, fax and computer, and the operation of modern office equipment, including personal computers. Position requires the ability to use a keyboard to quickly and accurately input information into a computer, to utilize word and data processing software, and to learn other software applicable to the court. Specific instructions are given at the beginning of the work assignment. Supervision is received from a court supervisor or court administrator.

TYPICAL EXAMPLES OF WORK: A **Part-Time District Court Clerk** may be called upon to do any or all of the following (These examples do not include all of the tasks which the employee may be expected to perform):

- Operate personal computers, data entry, calculators, FAX machines, copiers and other office equipment.
- Input/type records, reports, letters, work orders, and all other data entries.
- Assist the public in person and/or via phone, FAX, computer, mail or email; compose correspondence.
- File records, tickets, case processing, assisting Magistrates or Judges, and any other related work as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

- Knowledge of modern office practices and procedures
- Working knowledge of MS Word and MS Excel, a database software, and the ability to learn additional software applicable to the court
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain harmonious working relations with other employees and the public
- Ability to use proper English
- Ability to efficiently organize and maintain a filing system
- Ability to learn assigned tasks readily, adhere to prescribed routines, and to follow oral and written directions well
- Skill in the operation of a personal computer, copier, FAX and other office equipment

City of Royal Oak application packets and questions need to be submitted to:

Gary Dodge, Court Administrator, 44th District Court, 400 E. Eleven Mile Rd., Royal Oak, MI 48067
No later than 4:00 pm on Friday, June 10, 2016.

Application packets are available online at www.romi.gov/jobs or
at the 44th District Courthouse located at 400 E. Eleven Mile Rd., Royal Oak, MI 48067
and in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067

For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. **Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*